



DEVELOPMENT SERVICES

CITY OF FRISCO

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Memo

To: Development Representative

From: Planning Technicians

RE: Procedures for Plat Filing

Date: 11/17/10



PRIOR TO SUBMITTING MYLARS (*Only on Final Plats approved prior to July 17, 2009*)

It is required that you submit two (2) folded paper copies for review by Planning and Engineering. This is called a "pre-sig." After receiving and correcting any final changes, you may proceed with the procedure below.



NEW PROCEDURE FOR FILING OF PLATS

All plats will now be filed by City of Frisco Staff. Therefore, when submitting mylars for signatures, you will be required to submit certified tax certificates, from all taxing entities, and filing fees for the appropriate county (see below), **company** check made payable to the appropriate County Clerk. (**Neither county will accept a personal check.**)

GETTING SIGNATURES (*Must be submitted the Tuesday prior to the P&Z Meeting for Plats submitted after July 17, 2009*)

Please submit to the **City of Frisco** Planning Department the following for original signatures:

- One (1) 24x36 mylar for Planning (original)
- One (1) 24x36 mylar for Engineering (original) As-Built, **if needed** (typically, As-Built are required only with final plats, not replats or conveyance plats)

For plats being filed in Collin County, you will also need:

- One (1) 24x36 mylar (original)

For plats being filed in Denton County, you will also need:

- One (1) 24x36 blacklines (original) **BLUELINES WILL NO LONGER BE ACCEPTED.**

Please note that getting all required City signatures can take one to two weeks, depending on staff workload and availability of Planning & Zoning Commission Chairperson.



FILING FEES

Collin County:

1 st Page.....	\$21.00
Each additional page.....	\$10.00
One copy if File Marked	Free
Any Additional Copies File Marked/Page.....	\$.50
Tax Certificates to be filed.....	\$ 2.00 ea

Denton County:

Plat Fee/page.....	\$50.00 (<i>per Page</i>)
First 2 copies Additional File Marked.....	Free (<i>per Set</i>)
Any Additional Copies File Marked/Page.....	\$.25 (<i>per Page</i>)